

PART 5301--FEDERAL ACQUISITION REGULATIONS SYSTEM

FIGURE 1-A

FOR OFFICIAL USE ONLY

NEGOTIATION SENSITIVE OR

SOURCE SELECTION SENSITIVE INFORMATION - SEE FAR 3.104

REQUEST FOR RFP REVIEW TO: _____ (1)

SUBJECT: _____ (2)

1. Pertinent Information:

- a. Program Type: ___ Major Program; ___ Selected Program; ___ Other Program; ___ Other Contracting; ___ Assigned to PEO; ___ Assigned to DAC.
- b. Type Action: ___ Development/Production; ___ Support/Sustainment.
- c. Estimated dollar value: _____ (3).
- d. Brief program description: _____
_____.
- e. Solicitation Number: _____.
Date of issuance: _____. Closing Date _____.
- f. ___ Competitive; ___ Noncompetitive.
- g. Negotiator: _____. Phone: _____.

2. Documents provided in accordance with AFFARS 5301.9007(b):

- ___ RFP
- ___ Official Contract File, including all applicable items in the Contract file Content Checklist.

3. Any other information the contracting officer considers useful to the reviewing authority (4).

Contracting Officer's Signature

Name

Title

Office Symbol

Notes:

- (1) Office symbol of RFP review authority
- (2) Program name and what is being acquired
- (3) Estimate the dollar value in accordance with 5301.9006.4 and enter the appropriate dollar range:
Under \$25M; \$25 - \$50M; \$50M - \$100M; \$100 - \$500M; \$500M - \$1B; Over \$1B.
- (4) List each point and provide a brief narrative statement. If none, state "None."

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FIGURE 1-B

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NEGOTIATION SENSITIVE or

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[Date]

REQUEST FOR BUSINESS CLEARANCE THROUGH: _____ (1)

TO: _____ (2)

SUBJECT: _____ (3)

1. I hereby request approval, in accordance with AFFARS 5301.9009, to:

- ☐ begin negotiations in this noncompetitive acquisition;
☐ award without discussions in this competitive acquisition; or
☐ request Best and Final Offers in this competitive acquisition.

2. Pertinent information:

a. Program Type: ☐ Major Program ☐ Selected Program ☐ Other Program ☐ Other Contracting
☐ Assigned to PEO; ☐ Assigned to DAC.

b. Type Action: ☐ Development/Production; ☐ Support/Sustainment.

c. Brief Program Description: _____

d. Solicitation Number _____ was issued _____ and amended as follows: _____ (4)

e. Kind of contracting action in accordance with AFFARS 5301.9006-3(a) _____ (5)

f. Anticipated value of this contracting action: _____ (6)

g. Negotiator: _____ Phone: _____

Price Analyst: _____ Phone: _____

3. Documents provided* in accordance with AFFARS 5301.9008(b):

- ☐ RFP, including amendments
☐ Preliminary Price Negotiation Memorandum (if noncompetitive)
☐ Final Price Negotiation Memorandum (if award w/o discussion)
☐ Request for BAFOs, if applicable
☐ Determination of Adequate Price Competition, if applicable
☐ Official Contract File, including all applicable items in the Contract File Content Checklist
☐ Pertinent portions of proposal(s)
☐ Source selection documentation, if applicable
☐ Business Clearance charts
☐ Other: (specify) _____

These documents are provided in the form of _____ file folders and/or _____ three-ring binders.

4. Remainder of Planned Acquisition Schedule:

<u>DATE</u>	<u>IF NONCOMPETITIVE</u>	<u>IF COMPETITIVE</u>
_____	Begin negotiations	Request BAFOs
_____	Conclude negotiations	Receive BAFOs
_____	Request Contract Clearance	Complete evaluation report for SSA
_____	Award (contract or modification)	SSA Decision
_____		Award contract

* Means "made available to the reviewing authority's staff" when the review is performed on-site.

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5. If noncompetitive: Significant points for negotiation, not directly related to pricing, that are not addressed in the preliminary PNM. (Note (7))

If competitive: Any unresolved issues of the type described in 5301.9010-6(b)(3)(iii) or (iv). (Note (7))

6. Any other points the contracting officer considers useful to the reviewing authority. (Note (7))

Signature of Contracting Officer

Name:

Title:

Office Symbol:

NOTES:

- (1) Office symbol of business clearance reviewing authority.
- (2) Office symbol of business clearance approving authority.
- (3) Program name and what is being acquired.
- (4) List amendment numbers and issue dates.
- (5) Identify the kind of contract action requiring Business Clearance in accordance with 5301.9006-3(a).
- (6) Estimate the dollar value in accordance with 5301.9006-4, and enter the appropriate dollar range: Under \$25M; \$25M-50M; \$50M-100M; \$100M-500M; \$500M-\$1B; Over \$1B.
- (7) List the points and attach a brief narrative statement for each. If none, state "None".

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FIGURE 1-C

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NEGOTIATION SENSITIVE or

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[Date]

REQUEST FOR CONTRACT CLEARANCE TO: _____ (1)
 SUBJECT: _____ (2)

1. To implement the business arrangement negotiated pursuant to Business Clearance dated _____, I hereby request authorization to award contract _____ (3).

2. Negotiator: _____ Phone: _____
 Price Analyst: _____ Phone: _____

3. Documents forwarded in accordance with AFFARS 5301.9011(b):

- ___ Negotiated contract document
 ___ Final Price Negotiation Memorandum
 ___ File documentation, as required
 ___ Other: (specify)

These documents are forwarded in the form of ___ file folders and/or ___ three-ring binders.

4. The business clearance was/was not based, in part, on the RBC description of significant points for negotiation not addressed in the preliminary PNM. [If the clearance WAS based on such information, include the following sentence.] For each of those points, Atch 1 explains (a) additional pertinent information obtained during negotiations; (b) key interests or concerns of the parties expressed during negotiations; and (c) the final agreement on the point.

5. During negotiations, other significant issues did/did not arise that are not fully addressed in the PNM. [If points DID arise, include the following sentence.] For each of these points, Atch 2 explains (a) the issue; (b) how the issue arose; (b) the offeror's position; (c) the Government's position; (d) the result of negotiations on the issue.

_____[signature of contracting officer]

Name:

Title:

Office Symbol:

Atch

1. Results of negotiations
 on points noted in RBC
 2. Other significant issues
 arising during negotiations

NOTES:

- (1) Enter office symbol of contract clearance approving authority, determined by referring to Table I.
 (2) Enter same subject as on RBC, and date of RBC.
 (3) Enter contract number and modification number, if applicable.

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FIGURE 1-D

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[Date]

BUSINESS CLEARANCE

Reference: (a) Business Clearance Number _____ (1)
(b) Request for Business Clearance dated _____,
Subject: _____ (2)

1. As the business clearance approving authority designated by AFFARS 5301.9006-5, as supplemented, I hereby approve the reference (b) request.
2. If it is necessary to revise the government's price objective, the revised objective must be approved by this office if it falls outside the following range: _____ (3).
3. Conditions on this approval are: (4)

[Signature of approving authority]
Name:
Title:
Office Symbol:

NOTES:

- (1) Enter identifying number assigned by reviewing authority's office.
- (2) Enter same subject as on RBC.
- (3) See AFFARS 5301.9009(d)(1). Enter the range (in dollars or as a percentage of the approved objective) in which the approving authority will forego personal involvement in the approval of a revised objective. (Note 5301.9009(d)(2) only applies to noncompetitive acquisitions, or request for BAFO situations that do not involve adequate price competition.) Omit this paragraph from the business clearance document, if it does not apply.
- (4) See AFFARS 5301.9009(d)(2). List any conditions on the clearance. If there are none, state "None."

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FIGURE 1-E

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[Date]

CONTRACT CLEARANCE

Reference: (a) Contract Clearance Number _____ (1)
(b) Request for Contract Clearance dated _____,

Subject: _____ (2)

1. As the contract clearance approving authority designated by AFFARS 5301.9006-5, as supplemented, I hereby approve the reference (b) request.

2. Conditions on the approval are: (3)

_____[Signature of approving authority]_____

Name:

Title:

Office Symbol:

NOTES:

(1) Enter identifying number assigned by reviewing authority's office.

(2) Enter same subject as on RCC.

I (3) See AFFARS 5301.9012 -3(a)(4). List any conditions on the clearance. If there are none, state "None."

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TABLE 5301-I
REVIEW/APPROVAL AUTHORITIES
MAJOR, SELECTED, OR OTHER PROGRAMS ASSIGNED TO A PEO/DAC

TYPE ACTION EST. VALUE SUPPORT and SUSTAINMENT	<u>AUTHORITY LEVEL</u>				<u>CCAA</u>
	<u>COMP</u>	<u>REF</u> <u>NON-COMP</u>	<u>BCAA</u> <u>COMP.</u>	<u>BCAA</u> <u>NON-COMP</u>	
< \$15M ≥ \$15M & < \$50M ≥ \$50M	BOCO	BOCO	BOCO	PEO/DAC(4)	BOCO
	SCCO	BOCO	SCCO	PEO/DAC(4)	SCCO
	AFMC/PK	SCCO	AFMC/PK(1)	PEO/DAC(4)	AFMC/PK(3)
DEVELOPMENT and PRODUCTION < \$25M ≥ \$25M & < \$100M ≥ \$100M	BOCO	BOCO	BOCO	PEO/DAC(4)	BOCO
	SCCO	BOCO	SCCO	PEO/DAC(4)	SCCO
	AFMC/PK	SCCO	AFMC/PK(1)	PEO/DAC(4)	AFMC/PK(3)

1. AFMC/PK may delegate Business Clearance Review Authority to the Senior Center Contracting Official (SCCO) on a case-by-case basis. AFMC/PK shall notify the PEO/DAC of such delegation.

2. The PEO/DAC may delegate Non-Competitive Business Clearance Approvals to the System Program Director (SPD) on a case-by-case basis. The PEO/DAC shall notify AFMC/PK, when Business Clearance Approval is delegated.

3. Contract Clearances normally are only required on Non-Competitive actions. AFMC/PK may delegate Contract Clearance, on a case-by-case basis to the SCCO.

4. When the PEO/DAC delegates Source Selection Authority (SSA), the delegate will also serve as BCAA, in accordance with 5301.9006-7(a).

5. The PEO/DAC may delegate Non-Competitive Business Clearance Approvals to the System Program Director (SPD) on a case-by-case basis. The SPD may redelegate to the System Support Manager (SSM) or the Development Support Manager (DSM).

6. The SPD may delegate Non-Competitive Business Clearances to the SSM or the DSM.

Note: Table 5301-I Reviews and Approvals apply under \$5M, absent specific delegations established pursuant to 5301.9006-3(c).

